

MADERA COUNTY

SENIOR MENTAL HEALTH CASEWORKER

DEFINITION:

Under direction of the Supervising Mental Health Clinician, to lead, oversee, and participate in the most difficult work involved in casework services; to monitor compliance with regulations; to analyze incoming referrals and contact referring agencies; to assess consumer and family needs; to assist in development of service plans; to assist clients in gaining access to needed medical, social, educational, mental health, drug and/or alcohol services; to prepare case records and reports; and to do related work as required.

SUPERVISION EXERCISED:

Exercise technical and functional supervision over lower level caseworker staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES:

Leads, plans, and reviews the work of staff carrying out the functions and programs of the Mental Health Department; trains assigned employees in the areas of work methods and techniques; performs the full range of Mental Health caseworker duties including the most complex duties; provides guidance and counseling to consumers and their families; conducts consumer/family assessments; assesses consumer's needs and develops service plans; assists in the coordination of treatment plans with clinical staff provides linkage and consultation with agencies providing services to clients/families; participates in multi-agency meetings to develop or implement effective treatment; prepares clear and concise records, correspondence and other written materials; provides or arranges support groups and educational programs for eligible parents and youths; transports and accompanies clients/families to appointments which are linked to the service plans; responds promptly to client emergency situations and takes effective action to control potentially disruptive incidents by intervention and referral; assists in monitoring placement of severe and persistently mentally ill patients; makes recommendations to clinical staff regarding appropriateness of placement, employability, and daily living skills that need to be enhanced; arranges for home visits, finances and other needs with the County Conservator's Office for clients under Lanterman Petris Short (LPS) Conservatorship; monitors service delivery to ensure clients' access to services designated in service plan; provides clarification to clients/families regarding services recommended or provided by agencies and programs; works collaboratively with community agencies to assist family/consumer in achieving goals; supervises caseworkers in coordination of consumer/family activities and inter-agency case staffing; and performs other duties as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Principles, procedures and techniques of casework services.
Principles of supervision, training and performance evaluation.
Social aspects and characteristics of mental and emotional disturbances.
Scope, availability, and activities of community resources, including other mental health and social service agencies.
Policies and procedures of the Mental Health Department.
Knowledge of psycho-social-behavioral theories in client/family casework.

Skill to:

Operate a motor vehicle safely.

Ability to:

Develop and maintain the confidence and cooperation of mentally and emotionally disturbed clients and families.
Perform skilled counseling.
Develop and implement treatment plans.
Maintain the confidentiality of client information.
Interact with clients in a therapeutic way.
Supervise, assign, coordinate and review the work of assigned staff.
Supervise, train and evaluate assigned staff.
Ensure adherence to appropriate policies and procedures.
Oversee and participate in the preparation, completion and maintenance of a variety of records and reports.
Organize data, develop information, and prepare clear, concise, comprehensive records and reports.
Communicate clearly and concisely, both orally and in writing.
Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.
Develop community resources to enhance clients' living skills, and increase opportunities for community living.
Evaluate client's symptoms to determine what level of care is required and make recommendations to clinical staff.

Madera County
Senior Mental Health Caseworker (Continued)

Experience and Training Guidelines:

Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Experience:

Three years of increasingly responsible experience in providing mental health casework comparable to a Mental Health Caseworker I with Madera County.

Training:

Equivalent to a Bachelor's Degree from an accredited college or university with major course work in social welfare, social/human services, psychology or other behavioral health sciences.

License or Certification:

Possession of, or ability to obtain, an appropriate, valid Driver's License issued by the California State Department of Motor Vehicles.

Special Requirements:

Essential Duties require the following physical skills and work environment:

Ability to sit, stand, walk, kneel, crouch, stoop, squat, twist, and lift 25 lbs.; exposure to cold, heat, noise, outdoors, chemicals, and infectious disease; ability to travel to different sites and locations.

Effective Date: August 2003